

MPG 3300.1

BASELINE

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MARSHALL PROCEDURES AND GUIDELINES

CD01

DUAL CAREER PATH PROMOTION PROCESS

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Introduction

Promotions resulting from the process described in this MPG are a culmination of good career planning and career development. Career development is a process that begins when an employee starts to work at Marshall Space Flight Center (MSFC) and does not end until the conclusion of that employee's career. The ongoing process of career development involves identifying individual strengths, preferences, and developmental needs, and implementing actions to build on those strengths and to meet those needs. The MSFC Career Development Program recognizes that employees are responsible for self-development, with supervisors lending support and the Center providing a climate for personal growth. Career development does not guarantee promotion, transfer, or any other specific result; however, it can help employees develop and grow both personally and professionally, enhancing their value to the Center and improving their qualifications for new opportunities. The Individual Development Plan (IDP) is a voluntary system designed to assist employees and supervisors in mutually agreeing on career development activities to expand the employee's capabilities and fulfill the Center's mission. An IDP can provide employees with the environment and tools they need to develop their personal and professional capabilities. One potential outcome of a well-reasoned IDP and good career development is to prepare employees for Dual Career Path (DCP) positions.

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PREFACE

P.1 PURPOSE

The purpose of this Directive is to provide guidelines for the selection of employees for promotion using the DCP promotion process at MSFC. The DCP promotion process provides a method of maintaining technical excellence at the Center by promoting individuals to technical rather than supervisory positions. Implementation of this Directive should ensure that the process is conducted in a uniform manner.

P.2 APPLICABILITY

This Directive is applicable to promotion of MSFC employees in non-supervisory Aerospace Technologist (AST) positions to the GS-14 and GS-15 levels, and GS-14 supervisory AST positions to the GS-15 level. It is only one of the processes by which an employee may be promoted to positions beyond the GS-13 level and does not replace any other established process.

P.3 AUTHORITY

NPD 3000.1, "Management of Human Resources"

P.4 APPLICABLE DOCUMENTS

- a. MSFC Form 4382, "Nomination for Dual Career Path Promotion"
- b. NPG 1441.1, "NASA Records Retention Schedules"

P.5 REFERENCES

- a. U. S. Office of Personnel Management Research Grade Evaluation Guide, dated June, 1964
- b. U. S. Office of Personnel Management Equipment Development Grade Evaluation Guide, dated June 1968

P.6 CANCELLATION

None

Original Signed by
Sidney P. Saucier for

A. G. Stephenson
Director

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DOCUMENT CONTENT

1. DEFINITIONS

1.1 Direct Report. Organization manager who reports directly to the MSFC Center Director.

1.2 Evaluation Committee. Panel appointed by the direct report to provide documented recommendations of nominees for DCP promotions.

1.3 Nominee. Individual nominated for consideration under the DCP Promotion Process.

2. RESPONSIBILITIES

2.1 The Center Director ensures compliance with this Directive.

2.2 The Direct Report:

2.2.1 Establishes that promotions are available to the DCP promotion process.

2.2.2 Calls for nominations of candidates within the respective organization for DCP promotion.

2.2.3 Appoints members of and chairs the evaluation committee or delegates as described in 3.4.2.

2.2.4 Approves promotions recommended by the evaluation committee.

2.3 The Department Manager appoints members of and chairs the evaluation committee, if required, for GS-14 positions.

2.4 The Human Resources Department:

2.4.1 Provides an advisor to the evaluation committee.

2.4.2 Prepares documentation for direct report approval of nominees selected for promotion.

2.4.3 Notifies nominees not selected for promotion.

2.5 The Evaluation Committee:

2.5.1 Evaluates the qualifications of nominees.

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2.5.2 Provides written record of each nominee's evaluation.

2.5.3 Refers a prioritized list of nominees recommended for promotion to the direct report.

3. PROCEDURE

3.1 When the Center allocates promotions to an organization, the direct report provides DCP promotions in line with the Purpose (P.1), maintaining technical excellence, and invokes the DCP promotion process.

3.2 The direct report will announce to all employees in the organization that nominations are open for the DCP for a minimum of ten working days.

3.3 Nominations shall be accepted from the eligible employees within that organization and submitted by the employee to the direct report. Nominations may include GS-14 and GS-15 nominees, and each nomination must be submitted with a two-page justification. The nomination form is included in the appendix.

3.4 The direct report has the responsibility for convening and determining the composition of the evaluation committee. Voting members of the committee should be at the grade level under consideration or higher.

3.4.1 For nominees to the GS-15 level, the direct report will convene and chair an evaluation committee consisting of, as a minimum, the direct report (or the direct report's designee), other appropriate management officials, and an advisor from the Human Resources Department. As necessary, the direct report may also appoint non-management employees with direct knowledge of the work being performed by the nominee.

3.4.2 Nominees for the GS-14 level may be processed by the same committee, or, as an alternative, the direct report may choose to allow lower-level managers (e.g., department managers) to convene and chair an evaluation committee for evaluating and selecting nominees for the GS-14 level. If this alternate delegation is chosen, the evaluation committee will consist of appropriate personnel in that organization and an advisor from the Human Resources Department.

3.5 The evaluation committee may request additional information related to a nominee's credentials.

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3.6 The evaluation committee may choose to interview each nominee or request a presentation for each nominee. The evaluation committee may choose to refer nominees to a "peer review" panel for evaluation as above. This panel shall consist of employees at the grade level above the nominee with specific knowledge of the technical discipline of the nominee and a representative from the Human Resources Department.

3.7 After the credentials of all nominee's have been considered, the committee (or panel) will evaluate the nominees according to the applicable criteria described in the Office of Personnel Management Grade Evaluation Guides referenced in P.5 of this Directive.

3.8 The evaluation by the committee will be documented in the format recommended by the Human Resources Department. A sample evaluation is included in the appendix.

3.9 The evaluation committee will submit a prioritized list of nominees recommended for promotion to the direct report.

3.10 The direct report will approve and forward the final selections to the Manager, Human Resources Department.

3.11 The Manager, Human Resources Department, will process documentation to promote the selected individuals. Promotions will be effective as soon as possible after approval and Human Resources Department processing.

3.12 Those nominees who were not selected for promotion will be notified in writing by the Human Resources Department, and may request a meeting with the appropriate management official to obtain suggestions for improving their chances of promotion in the future. Resubmittal of nominations is not automatic, so a new nomination will be required for any subsequent DCP promotion call.

3.13 Results of the DCP promotion process will be reported to employees after all promotions are effective. As a minimum, names of employees selected will be announced at the direct report level, and the Human Resources Department will maintain a record of employees selected for promotion.

4. RECORDS

4.1 Nomination forms will be maintained by the Human Resources Department in accordance with NPG 1441.1.

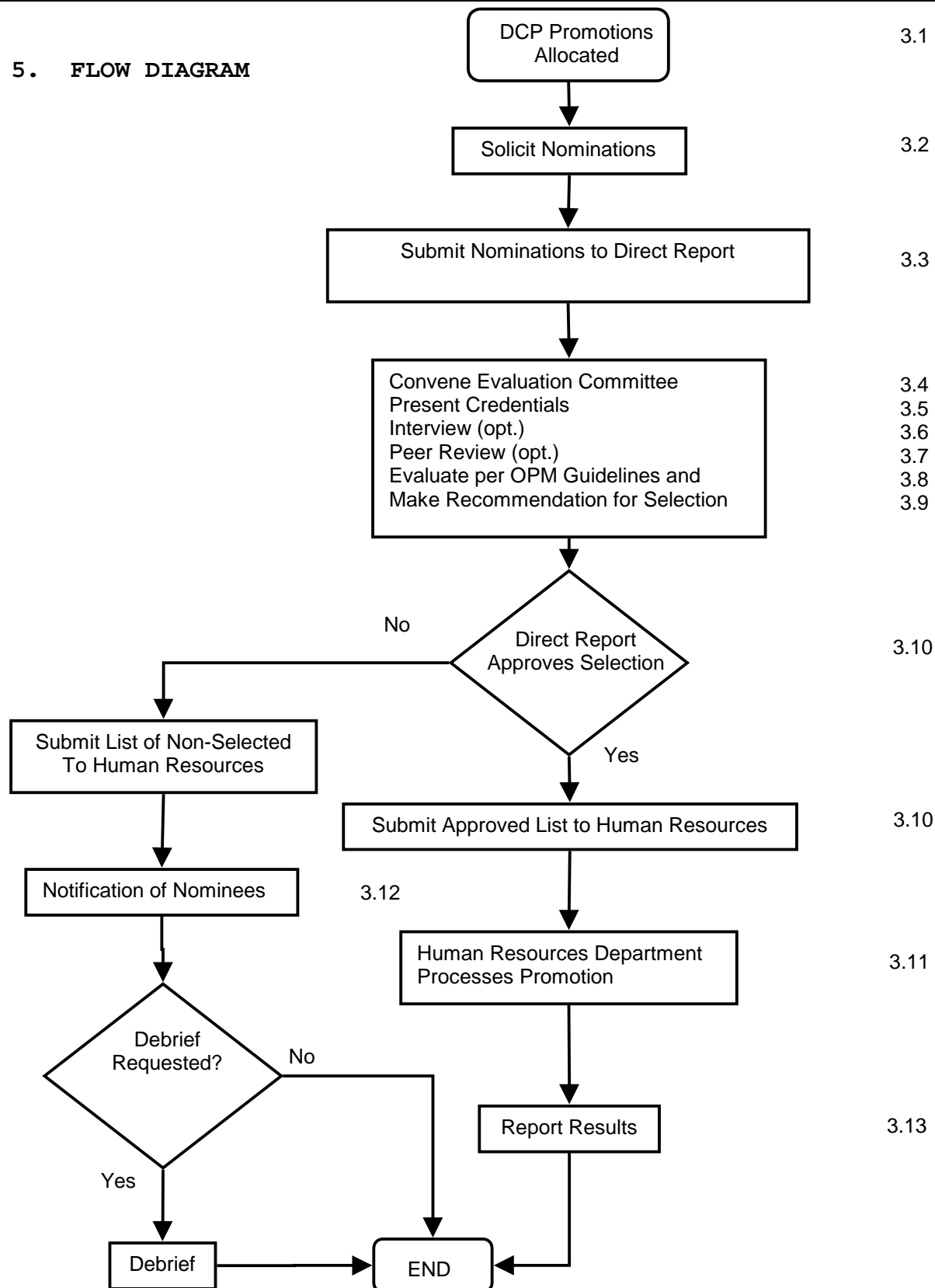
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4.2 Evaluation documentation will be maintained by the Human Resources Department in accordance with NPG 1441.1.

4.3 A list of nominees selected for promotion will be maintained by the Human Resources Department in accordance with NPG 1441.1.

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5. FLOW DIAGRAM



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Appendix
MSFC Form 4382, "Nomination for Dual Career Path"

NOMINATION FOR DUAL CAREER PATH PROMOTION		National Aeronautics and Space Administration Marshall Space Flight Center
EMPLOYEE INFORMATION:		
Name:		EVALUATION CRITERIA (Select One)
CURRENT POSITION		
Title:		<input type="checkbox"/> RESEARCH GRADE EVALUATION GUIDE
		EQUIPMENT DEVELOPMENT GRADE EVALUATION GUIDE
Position No.:	Comp Level:	<input type="checkbox"/> PART 1 - PRODUCT DEVELOPMENT ENGINEERING
Series/Grade/NCC:		<input type="checkbox"/> PART 2 - PROJECT MANAGEMENT ENGINEERING
Organization:		<input type="checkbox"/> PART 3 - EXPERIMENTAL DEVELOPMENT
EDUCATION: (School name)	Degree/Certificate	Date awarded
	BS	
	MS	
	Ph.D	
	Other	
Brief Narrative (Provide unique capabilities, experience or knowledge you bring to the organization): <div style="border: 1px solid black; height: 300px; margin-top: 5px;"></div>		

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Narrative (Continued):	
NOTE: LISTS OF PUBLICATIONS, PRESENTATIONS, PATENTS OR INVENTIONS SHOULD BE ATTACHED.	
Signature:	Date:

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"Dual Career Path Evaluation Statement (example)"

Name: XXXXXXXXX

Date: MMDDYYYY

Proposed Grade: GS14 xxxx

Evaluation Criteria: Research Grade Evaluation Guide

FACTOR I - The Research Situation, or Assignment

The incumbent serves as a senior research scientist and an expert in the field of plasma physics. He/she is responsible for conceiving, initiating, coordinating, and executing a scientifically complex research program of theoretical and state-of-the-art experimental studies in order to advance the knowledge of plasma-electrodynamic interactions with bodies in space. The incumbent is responsible for formulating and guiding this ionospheric physics research program to attack fundamental scientific issues and phenomena that have proven to be extremely difficult and that require extremely sophisticated measurement and analytical techniques. The complex research that the incumbent is involved in requires that he/she develop a scientific program of theoretical and computational modeling efforts, original laboratory experimental studies, and unique detectors for space flight experiments. The incumbent has developed new concepts in ultraviolet spectrometers, measurement techniques, and imaging detectors required to make the extremely sensitive measurements of the plasma environment. These observations are critical in the effort to advance the knowledge of ionospheric plasmas. The incumbent has provided scientific leadership in his/her role as Experiment Scientist on major space plasma research flight activities for the Agency.

Proposed Degree - D

FACTOR II - Supervision Received

The incumbent receives only an outline of basic administrative policies and is given broad technical objectives and assignments by the chief of the Space Plasma Physics Branch. He/she has substantial freedom and independence in defining and developing the focus of his/her research. Within the limits of available resources defined by NASA management, the incumbent proceeds on his/her own initiative and uses his/her scientific judgment to formulate his research plans and to independently carry these plans out to completion. As an expert in his/her field, the incumbent's interpretations are accepted as scientifically valid and technically authoritative, and are usually reviewed only with

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respect to fulfillment of objectives and for conformance with the Agency's overall research policies.

Proposed Degree - D

FACTOR III - Guidelines and Originality

The physics of space plasmas is still a maturing science, and only limited guidance is available to the incumbent in devising an original theoretical and experimental research program in space plasma spectroscopy. The incumbent must apply highly creative and innovative approaches in the design and fabrication of new spectroscopic imaging detectors and instrumentation techniques needed to make the extremely tenuous measurements of the space plasma interactions. As an authority and technical lead in the discipline area, the incumbent is expected to demonstrate a high degree of insight into and understanding of the critical aspects of the scientific problems encountered in his investigations, and to utilize his technical ingenuity to attack these issues using all available resources.

Proposed Degree - D

FACTOR IV - Qualifications and Scientific Contributions

The incumbent has long demonstrated a high degree of technical excellence and scientific maturity in the study of rarefied gas dynamics, electrodynamics, and plasma physics, and is well-recognized in his/her field as one of the leading authorities in developing experimental laboratory measurement techniques and flight instruments used to detect and measure plasma fields in space. The incumbent has proven his/her abilities to conceive, plan, develop, coordinate, and carry out instrumental research on major NASA space flight programs. The incumbent serves on numerous scientific committees to define the objectives and the general course of future research in plasma physics for NASA and the scientific community in general. He/She is a recognized expert in his/her field, and is often sought out by his/her colleagues to consult on issues related to space plasma physics investigations. He/She has published widely in peer-reviewed literature and is frequently cited in the publications of his/her colleagues.

Proposed Degree - D

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SUMMARY:

FACTOR	DEGREE	SCORE	FACTOR TOTAL
I	D	8	8
II	D	8	8
III	D	8	8
IV	D	8	16
TOTAL SCORE			40